

READ & DESTROY

16 June 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
Period Ending 16 June 1983

1. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

a. New Building Program: OL has been advised by contacts at the Virginia Department of Highways and Transportation (VDH&T) that the agreement covering improvements to Route 123 was signed by Commissioner King, VDH&T, on 13 June. A sum of [] is being transferred to VDH&T at their request. They plan to advertise for a design consultant within the week. STAT

b. Updating of Memorial Wall: A request was received on 13 June for adding one star to the Memorial Wall at the Headquarters Building. The Book of Honor will also be updated at that time. [] architectural sculptor, stated that work would be completed on or before 15 July. Placing of additional memorial stars has been postponed until 1984. STAT

c. Headquarters Auditorium: The signed Memorandum of Understanding (MOU) on the Printing and Photography Division's takeover of the Headquarters auditorium was received this past week. A draft Headquarters Notice has been prepared, and a meeting with the concerned parties is scheduled for Wednesday, 15 June, to discuss transition plans for the 1 July implementation.

d. Plants for DCI Reception Area, Terrace, and Auditorium: [] toured the DCI reception area, seventh floor terrace, and auditorium on 14 June. He will submit cost estimates for a replacement and weekly maintenance program for plants in the DCI reception area and auditorium and a separate proposal for the replacement of the terrace boxes, labor for transplanting, and seasonal maintenance. STAT

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e. Replacement of Catalytic Converter on DCI's Car:
The DCI's car was returned to [redacted] to have the
catalytic converter replaced, and it was back in service on
14 June.

STAT

f. Renovation: Renovation of the space to be temporarily
occupied by the Washington Area Recruitment Office, Office of
Personnel, has been completed through the [redacted]

STAT

3. Significant Events Anticipated During the Coming Week:

None.

[redacted]
for Daniel C. King

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